Approved For Release: CIA-RDP55-00001A000100070002-7

CONCLUSION TO TRAINING COURSE

1. ORGANIZATION

- a. Purpose: To impart to the student a final recapitualtion of the essentials of CIA organization, mission, functions and objectives, an acquaintance with certain CIA administrative procedures and an awareness of the value of good public relations.
- b. Scope: Coverage embraces:
 - (1) Capsule roundup of the essentials of CIA organization, mission, functions and objectives.
 - (2) Explanation of CIA administrative procedures selected on the basis of broad rather than intra-office interest.
 - (3) Public relations within CIA and between CIA and other agencies and departments.
- c. Lectures: Three lectures will be delivered dealing respectively with each of the items under "Scope" above. Each will be followed; by a question period.

2. PROGRAM

a. Lecture: Recapitualtion: CIA Fundamentals

Lecture 30 minutes

Questions 20-30 minutes

Max. Total 1 hour

- b. Precis: Lecture Content
 - I. CIA Mission and Objectives
 - II. CIA Organization
 - III. CIA Functions

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c. Lecture: CIA Administrative Procedures

Lecture 40 minutes (estimated)

Questions 10-20 minutes

Max. Total l hour (estimated)

- d. Precis: Lecture content to be determined.
- e. Lecture: CIA Public Relations

Lecture 40 minutes

Questions 10-20 minutes

Max. Total 1 hour

- f. Precis Lecture Content
 - I. Public Relations within your CIA office
 - A. Aims, results
 - B. Examples
 - II. Public Relations between CIA offices
 - A. Aims, results
 - B. Examples
 - C. Problems of special offices
 - III. Public Relations between CIA and other agencies and departments
 - A. CIA Policy
 - B. Liaison aims, channels and problems
 - C. Working level contacts
- g. Farewell remarks
- h. Checkout procedure as directed
 - (1) Includes submission of written comments on the Course.
- i. End of the Training Course Approved For Release: CIA-RDP55-00001A000100070002-7